



F. No. 1/27/Admn/2026- 1771

Government of India
Office of the Superintending Archaeologist
Archaeological Survey of India
Kolkata Circle, Kolkata

05 OCT 2026

Dt:

Office Order 162/Adm.

In modification of earlier Orders following works are assigned to the following Officers/ officials with immediate effect until further order for smooth functioning of this office.

Sl. No.	Name of the Sections	Name of the officials	Details of work assigned	Route of file movement/ Remark
1.	Confidential Section	i) Shri Sanjib Kumar Mandal, SSA ii) Shri Arpan Roy, MTS	i) All correspondence related to the confidential Section. ii) Download and upload/sending of all official e-mail. iii) Any other works assigned by the HOD & other superior Officer.	All files routed through MTS, SSA, SA.
2.	Administration Section	i) Smt. Tamashi Sarkar, SSA ii) Shri Akash Khan, MTS	i) All work related to the administration section including maintenance of service book, leave account, service matter, LTC, MACP, Pay fixation, issue of CGHS card, allotment of quarter, etc. ii) Any other works assigned by the HOD & other superior Officer.	All files routed through MTS, SSA, Dy.S.A., SA.
3.	Conservation/ Works Section	i) Shri Sanjib Kumar Mandal, SSA ii) Shri Barun Bhandary, MTS iii) Miss Sweety Samanta, MTS* iv) Shri Atanu Dey, MTS	i) All works related to Conservation/Work Section. ii) Any other works assigned by the HOD & other superior Officer.	All files routed through MTS, SSA, ASAE, Dy.S.A., SA.

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4.	Monument Section	i) Smt Sonali Saha, SSA ii) Shri Tilak Sarkar, JSA	i) All correspondence related to Monuments Section, sale of entry ticket, Parliament Questions, SIS etc. ii) Any other works assigned by the HOD & other superior Officer.	All files routed through JSA, SSA, ASA, Dy.S.A., SA.
5.	Cash Section.	Shri Biplab Das, SSA	i) All work related to Cash Section. ii) All correspondences related to Tamluk Museum. iii) All Audit related matters and reply thereof. iv) Any other works assigned by the HOD & other superior Officer. v) Supervision of all work under Sl.No.5. • However initially he can take the help of Shri Arup Ghole, SSA as and when required.	All files routed through MTS/ JSA/ Mechanic, SSA, DDO, SA.
		Shri Sujit Kumar Paul, Mechanic.	i) Pay Bill, GST, NPS, Income Tax, LTC bill, payment under RRT, Medical bill etc. ii) Any other works assigned by the HOD & other superior Officer.	
		Shri Nehal Dhiman, JSA	i) T.A. bill ii) All Pension & Revision of Pension Cases and related correspondences including settlement of all final payments and arrear regarding Gratuity/ GPF/ CGEGIS/ Leave Encashment etc. iii) Issue of NOC for appearing in the competitive exams. iv) Any other works assigned by the HOD & other superior Officer	
		Miss Priti Mondal, MTS	i) All Contingency bill, GPF, CEA ii) Any other works assigned by the HOD & other superior Officer.	

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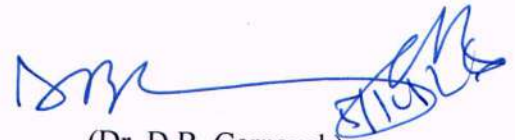
		Shri Rahul Barman, MTS	i) He will assist SSA in Cash Section. ii) Any other works assigned by the HOD & other superior Officer.	
6.	Legal Section	Shri Arup Ghole, SSA	i) All court cases, legal matters and payment thereof. He can take help from Shri Sanjib Kumar Mandal, SSA as when required. ii) Procurement of Service Postage Stamp and payment of bill thereof. iii) Any other works assigned by the HOD & other superior Officer.	All files routed through SSA, ASA, Dy.S.A., SA.
7.	Technical Section	(i) Miss Ananya Chakraborty, AA (ii) Shri Pradip Kumar Kar, MTS (iii) Smt. Ananya Ghosh, MTS	i) All correspondence related to Technical Section etc. ii) IAR, Cabinet Note. iii) Any other works assigned by the HOD & other superior Officer.	All files routed through MTS, AA, ASA, Dy.S.A., SA.
8.	Photo Section	(i) Shri Surajit Basak, Photographer Gr.II (ii) Shri Sourav Pal, MTS*	i) All correspondence related to Photo Section etc. ii) Any other works assigned by the HOD & other superior Officer.	All files routed through MTS, Photographer Gr.II, AA, ASA, Dy.S.A., SA.
9.	Survey Section	Shri Parth Dhara, Surveyor Gr.I	i) All correspondence related to Survey Section etc. ii) Any other works assigned by the HOD & other superior Officer.	All files routed through Surveyor Gr.I, AA, ASA, Dy.S.A., SA.
10.	Drawing Section	Shri Pradip Kumar Mazumder, D/Man Gr.I	i) All correspondence related to Drawing Section etc. ii) Any other works assigned by the HOD & other superior Officer	All files routed through D/Man Gr.I, AA, ASA, Dy.S.A., SA.
11.	Modelling Section	Smt. Stuti Laha, Modeller Gr.I	i) All correspondence related to Modelling Section etc. ii) Any other works assigned by the HOD & other superior Officer	All files routed through Modeller Gr.I, AA, ASA, Dy.S.A., SA.
12.	Dairy & Despatch Section	i) Shri Arup Ghole, SSA ii) Shri Sandeep Kumar Shaw, JSA iii) Shri Pronay Das, MTS	i) All work related to Dairy & Despatch including correspondences etc. ii) Any other works assigned by the HOD & other superior Officer	All work will be done under the supervision of SSA

13.	Store Section	(i)Shri Biplab Das, SSA (ii)Shri Kausik Patra, Asst. storekeeper	i) All Correspondences regarding store including general purchase. ii) Any other works assigned by the HOD & other superior Officer	All files routed through Asst. storekeeper, SSA, Dy.S.A., SA.
14.	PG, Media Cell, Website	(i)Shri Anainda Sundar Biswas, JSA (ii)Shri Surajit Basak, Photographer Gr.II (iii) Shri Pradip Kumar Kar, MTS	(i) All work related to, Public Grievance, Media Cell and updating of website regarding Kolkata Circle. (ii) Settlement of all issues regarding official portal and correspondences thereof. (iii) Any other works assigned by the HOD & other superior Officer	Photographer Gr.II and MTS will assist JSA. All files routed through AA, ASA, Dy.S.A., SA.
15	Library and Rajbhasha	(i)Miss Upasana Borchetia, LIA (ii)Shri Sonu Kumar Mondal, MTS	(i) All work related to Library, procurement of books etc. and Hindi Rajbhasha. (ii) Any other works assigned by the HOD & other superior Officer.	All files routed through LIA, AA, ASA, Dy.S.A., SA. MTS will assist LIA in all work.
16	RTI	(i) Shri Arup Ghole, SSA (ii)Shri Tilak Sarkar, JSA	(i) All work related to the RTI (Request & Appeal) (ii) Any other works assigned by the HOD & other superior Officer.	All files routed through JSA, SSA, AA
17	Publication and Sales Counter	(i) Shri Kausik Patra, Asst. Storekeeper (iii)Shri Rahul Kumar, MTS*	(i) Publication and maintenance of daily sale and stock. (ii) Any other works assigned by the HOD & other superior Officer	All files routed through MTS, Asst. storekeeper, ASA, Dy.S.A., SA.

* All MTSs will be transferred from Circle office and different Sub-circle Offices. Transfer order will be issued separately.

** Until the settlement regarding the migration of DSC and login credentials for CPPP/GeM related to the work/conservation section is finalized, the earlier arrangement will continue.

*** Handing over and taken over of charges in all regard shall be completed within 03 working days positively under intimation to the undersigned.


(Dr. D.B. Garnayak)
Superintending Archaeologist

Copy to:

1. All Concerned Officials, ASI, Kolkata Circle.
2. All Officers/ Sections.
3. Office Order Book.